



District of Columbia Army National Guard

Technician Announcement

Announcement Number: 05-719



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719	OPENING DATE: 2 March 05	CLOSING DATE: Open Until Filled
	Position Title, Series, Grade, Salary Range Administrative Assistant, 70237000 GS-0303-07 - \$35,662 - \$44,833	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: E: 71, 42A/F/L	
Position Location: JFHQ, Chief of Staff, DCARNG Washington, DC 20003-1719	Appointment Status <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive	
AREA OF CONSIDERATION: TECHNICIAN: Group III (Individuals who possess the necessary qualifications for military membership in the DCARNG) Permanent Change of Station: Relocation expenses will not be paid to Technician		
Special Remarks: http://dcng.ngb.army.mil/		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. <u>No binders please.</u>		
<u>TECHNICIAN REQUIRED DOCUMENTS:</u> 1.) OF612 or SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SMSgt Rebecca Towns, Human Resources Staffing Specialist can be reached at 202-685-9779 or DSN 325-9779		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, and resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Administrative Assistant

Brief Description of Duties:

Assists in managing the Internal Management Control Program (IMCP). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual STARC plan and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Assists the Deputy STARC Commander and Chief of Staff with planning and coordination of the Command Inspection Program. Oversees the officer evaluation program. Monitors suspense dates for submission of the Officer Efficiency Reports (OERs) to the Chief of Staff. Assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy. Maintains and administers multiple support budgets for the Command Administration Office. Maintains all files and records. Maintains personal contact with functional managers to discuss administrative practices and services. Controls access to the CAO. Maintains the CAO calendar and schedule of appointments. Reviews incoming correspondence, publications, regulations and directives which may affect the supervisor, or programs within the supervisors purview. Provides for control of all-classified documents for the Command Administrative Office. Performs other duties as assigned.

Qualifications: GS-07

General Experience:

Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position.

Specialized Experience:

Must demonstrate twelve (12) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements (GS-05)

- a. Knowledge of organization rules, guidelines, policies, regulations and precedents to provide sound recommendations to the CAO.
- b. Skilled in applying basic data gathering techniques in order to develop trends and analysis.
- c. Knowledge of specialized procedures and technical application of the administrative work of the organization.
- d. Ability to follow written and oral instructions.
- e. Skilled in communicating both orally and in writing.

**Current Unit assignment, MOS/SSI and Military grade must be included on application.
Incomplete application will not be considered for employment.**